



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date 10/19/72		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received NOV 15 1972		Application No. 308		Date Completed NOV 21 1972	
2. Agency Application No. DHR-VR-1		3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Office of the Director, Division of Vocational Rehabilitation 47 Trinity Avenue, S. W. Atlanta, Georgia 30334		4. Person to Contact Nathan B. Nolan		5. Working Title Deputy Director		6. Tel. No. 656-2480	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED									
8. Earliest & Latest Dates of Series 1940 to date		9. Exact Series Title Vocational Rehabilitation Federal Grant Project Files							
10. What is the function of the office in which this record series is created? The functions of the Office of the Director for the Division of Vocational Rehabilitation are: <ol style="list-style-type: none"><li>To supervise the administration of the state administered Vocational Rehabilitation programs.</li><li>To apply to the Federal government for funds to support the state rehabilitation services.</li><li>To create policy and procedure for the division.</li><li>To prepare reports to the Department of HEW (Federal and Regional).</li><li>To represent the Division in the supervision of joint projects involving the rehabilitating services (e.g. Bobby Dodd Workshop).</li></ol>									
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to projects for Vocational Rehabilitation services which receive grants from the Federal government. These grants are for the rehabilitation of people who, because of some defect, physical or mental, are unable to gain meaningful employment.  The file contains but is not limited to: <ol style="list-style-type: none"><li>Grant applications for Federal grants</li><li>Grant approvals</li><li>Related correspondence between the Director and the Department of HEW, and between the Director and other individuals and organizations involved in the grant project.</li><li>Certification of Grant funds.</li></ol> The series is filed alphabetical ATTACH SAMPLES OF THE FILE by the type of project.									
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers		6	9						
Legal-size File Drawers				Floor Space Occupied (Square Feet)		In Office(s)		In Storage Area(s)	
						14			
				weekly		This Year's	Last Year's	Preceding Year's	All Prior Years'
				AVERAGE DAILY REFERENCES		1	0	0	0

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [ ]
14. Is there a duplication of this series in another office or agency? [ ] ☒
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. [ ] ☒
16. Does the series contain classified information requiring security handling? [ ] ☒
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] ☒
18. Could the function be performed if the files were lost or destroyed? ☒ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] ☒
20. Does the record series provide data as input to an EDP file? [ ] ☒
21. Does the record series contain documentation produced as EDP printout? [ ] ☒
22. Has the Federal Government issued instructions governing the retention/disposition of these files? 3-5 years (45 CFR 52.24) ☒ [ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [ ]

24. REQUIREMENTS. The following requires the files to be kept permanent years:

a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☒ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Agency would recommend a minimum retention of twenty (20) years for evaluation of success of project when completed and for reference use in future recommendations; however, State Records Section has appraised this file series and

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER Termination of project, then:

- ☒ Hold in the current files area            month(s)/ 1 year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold            year(s):
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

This recommendation prepared at the request of the Department of Archives.

Records Management Officer (Signature) <i>Allen A. Spaulock</i>		Date 11-3-72	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:  <b>STATE RECORDS COMMITTEE</b>	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>Nathan B. Allen</i> <i>William M. Dyer</i> <i>Carroll Hays</i> <i>Robert H. Shull</i>	11/6/72 11/15/72 11-14-72 11-16-72
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			

CONTINUATION SHEET

24. REQUIREMENTS.

desires to access it.